January 2014 Boulder Arts Commission Packet Materials

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Boulder Arts Commission Agenda January 22, 2014, 6:00 p.m. North Meeting Room, Boulder Public Library

CALL TO ORDER

Approval of Agenda

PUBLIC COMMENT

CONSENT AGENDA

Review of December 18, 2013, minutes

REPORT

The Catamounts -- 2012 Arts & Business Collaborative Grant (FEED) - Amanda Berg Wilson

MATTERS FROM COMMISSION MEMBERS

FOR DISCUSSION: Final Date and Agenda for the Retreat

MATTERS FROM STAFF

FOR DISCUSSION: Arts Manager's Update

FOR DISCUSSION: Draft RFQ for Community Cultural Plan Consulting FOR DISCUSSION: Community Cultural Plan Preliminary Sessions FOR DISCUSSION: Public Art Collection Assessment Project

ACTION ITEM: Draft Arts in Education Grant Application and AFTA and CCI Scholarship Applications

GRANT PROGRAM ACTION ITEMS

SPARK GRANT APPLICATIONS

Lisa Bell -- MMMMMBoulder 2014

Boulder Chorale (Janet Evans) -- Annelies Concert, Education & Outreach

Boulder County Arts Alliance (Anna Mahorski) -- Bloomin' Arts

Interweave Dance Theatre (Daniel Morimoto) -- Memories, Dreams & Reflections

LOCAL Theater Company (Pesha Rudnick) -- LOCAL Lab (New Play Festival)

Hora Romaneasca (Mihail Codrescu) -- Summit Middle School International Night Show

GRANT BUDGET REPORTS

Boulder Opera - 2013 R2 Mini-Grant (Magic Flute - Mini-Opera for Kids)

Communikey – 2012 Major Grant (Communikey Festival)

Motus Theater - 2013 R3 Theater Rental/Marketing & R2 Mini-Grant (Do You Know Who I Am?)

New Horizons Preschool – 2013 R2 Arts in Education Grant (Playground Outdoor Musical Instruments)

Boulder International Fringe Festival - 2013 R2 Mini-Grant (Turning Points of Boulder)

3rd Law Dance theatre – 2013 Major Grant (Spring Concert)

UPCOMING MEETING (Agenda Building)

6:00 p.m. Wednesday, February 19, 2014—Arapahoe Conference Room, Boulder Public Library

ADJOURNMENT

DRAFT

Boulder Arts Commission December 18, 2013, 6:00 p.m. North Meeting Room, Boulder Public Library

Commission Members Present Richard Turbiak, Anna Salim, Felicia Furman, Linda Haertling, Ann Moss

Staff Present Matt Chasansky, Mary Fowler

<u>Others Present</u> Carla Selby (Tesseract Productions), Becky Vanderslice (Handweavers Guild), Amanda Berg Wilson (The Catamounts/BCALF)

Call to Order

The meeting was called to order at 6 p.m. Additions to Agenda: Timing of Scholarships and Spark Grant update, and Macky Auditorium Rental Grant discussion.

PUBLIC COMMENT

No comments were made by the public.

REVIEW OF MINUTES

Furman motioned to approve the December 18, 2013 minutes; Salim seconded and the minutes were approved unanimously.

MATTERS FROM COMMISSION MEMBERS

Proposed changes to procedures for approving grant extensions

Chasansky proposed that staff confer with the Chair to approve grant extensions since the timing of these did not necessarily synchronize with BAC meetings. Staff will report on these to the Commission and if necessary, will bring up anything out of the ordinary. Moss motioned to approve, Furman seconded and the motion was passed unanimously.

Council Letter

Commission members will email any changes, comments and additions to the Council Letter to Turbiak, who will incorporate these into a draft which he will send to all Commission members to approve before submitting to the City Council. Some of the suggestions were: to be more specific about the needs of the Public Art Program and the Community Cultural Plan (CCP); to not just ask for more money but inform Council on what the BAC wanted them to do, e.g. to participate in the CCP; to emphasize that the arts are a big part of the Civic Plan and can be used to enhance it and be part of the solution.

Boulder Arts Week, Method of Funds Distribution

Salim updated the Commission about the hiring of Emily K. Harrison to run Arts Week. The group requested that the Commission consider a different way to distribute their grant funds, rather than the usual 80% upfront and 20% at the end of the project. Since a large amount of the grant goes for marketing, the funds are needed before the project's end. After discussion, Salim made the motion that the Commission recquire an Arts Week marketing update in January as the group's deliverable, and the rest (20%) of the funds could then be released. Furman seconded and the motion passed unanimously. A final report will still be required at the end of the project.

Standardizing the Open Grant's Application, Scoring, and Process

Chasansky opened discussion on the need to prepare for the next Open Grant request by deciding on what system and process the Commission should have in place. The Arts Week Grant can be used as a test case. How to norm these grants? Do we use an online scoring system similar to the Major Grant even though it is not a competitive grant? Will there be written criteria and a definition of the grant?

Salim suggested that this grant is about fulfilling needs that are not currently being addressed in the community. Turbiak emphasized the need to have proper documentation, to be transparent and clear, so that the Commission could justify funding of these grants to City Council. Chasansky recommended further discussion at the retreat and that staff would propose an interim structure.

Salim apprised the Commission of her intention to request that City Council proclaim, at their January 7th meeting, March 29 - April 5, 2014 officially as "Arts Week." She would like to have a strong turnout by arts supporters at this meeting.

Macky Auditorium Grant Application

After discussion, Haertling motioned that this grant decision be an administrative function and be approved as long as the applicant has a letter of confirmation from Macky Auditorium. The motion was seconded by Moss, and passed unanimously.

Carla Selby asked to comment and informed the Commission that she was part of the original discussions with CU and that the other performance spaces such as Grusin and the Charlotte York Irie Theater were also part of this agreement, and should be available to the Commission to grant for use to other community performing groups. (Subsequent to the meeting, staff reviewed the contract between the City and the University and clarified that these options had expired.)

MATTERS FROM STAFF

Arts Manager's Update Furman had a question about the Community Cultural Plan but would wait until later when it was brought up on the Agenda.

Draft Major Grant Application

The following changes were proposed:

Eligibility: Applicants should provide a copy of their 501(c)3 or an application pending letter

Project Narrative: Add "supplemental material"

Page 3 wording – "Award limitations do not apply to fiscal sponsors" needs to be added Location: BAC Grant money are for performances that take place in the Boulder City Limits

Page 7, Project Info - take out "activation"

Staff will make recommended changes to the Major Grant.

It was also put forward that staff have examples of well written grants for applicants to use as guidelines when writing their own.

(Subsequent to the meeting, staff reviewed the City Code and clarified that the project location specifics are written into the charter and cannot be changed by the Commission alone.)

BAC Representative to Library & Arts Director Interview Team

Turbiak nominated Salim to be on the Interview Team to select the new Library & Arts Director.

Community Cultural Plan

Preplanning exercises will take place in January and February. There will be a total of 10 scheduled meetings. Commission members should plan to be at each meeting. Key players in the arts in Boulder will be invited to participate in these open conversations about the cultural environment in Boulder, its assets and gaps and how to go about structuring the planning process. Recommendations on people to invite were requested from the Commission.

Americans for the Arts & Colorado Creative Industries Scholarships

Staff proposed changing the deadline and review of these grants to the March meeting. There were no objections.

GRANT PROGRAM ACTION ITEMS

Extension Request from The Catamounts on 2012 Arts & Business Collaborative Grant: FEED Extension Request from Nathan Montgomery on 2013 Mini-Grant: Dance/Video Project Extension Request from Joanna Rotkin on 2013 Arts in Education Grant: Flying and Falling

A separate motion to approve the extension of the Catamounts grant was made by Furman, seconded by Salim and passed unanimously. The commission would also like to have staff schedule an update on this grant with the Catamounts. A motion to approve extension requests from Nathan Montgomery and Joanna Rotkin was made by Salim, seconded by Furman and passed unanimously.

GRANT BUDGET REPORTS

Art as Action – 2013 R1 Mini-Grant (Break Open)

Boulder Museum of Contemporary Art – 2012 ABC Grant (CSA Colorado)

Boulder Museum of Contemporary Art – 2012 Arts in Education Grant (Art Stop on the Go)

The Catamounts – 2013 R2 Theater Rental/Marketing Assistance Grant (Failure: A Love Story)

Mary Wohl Haan – 2013 R2 Mini-Grant (One Voice – Fearless!)

Seicento Baroque Ensemble – 2013 R3 Mini-Grant (Celestial Music)

Jim Walker – 2013 R2 Mini-Grant (Normal Heights)

Two reports did not have budget figures due to a problem with the Go Grants system, but were actually filled in by the grantees. A motion was made by Salim to accept all budget reports, seconded by Furman and passed without dissent.

A question about a Louisville address of Art As Action was brought up. It was also recommended that examples of good budget reports be available to grantees. (Subsequent to the meeting, staff reviewed the original application from Art as Action and noted that an acceptable Boulder address had been provided in that application.)

Updates

Moss agreed to arrange meetings with Council members Lisa Morzel and Richard Polk in the new year. Haertling updated the Commission on her meeting with Mark Addison and his proposed donation of sculpture to the City. Staff was to do the legwork on a donation policy. It was noted that the sculpture at the local airport would need to be relocated. Chasansky agreed to meet with the parties involved and Public Works in the new year.

UPCOMING MEETING (Agenda Building)

6:00 p.m. Wednesday, January 22, 2014—North Meeting Room, Boulder Public Library

ADJOURNMENT

Meeting was adjourned at 8:45 p.m.

TO: Boulder Arts Commissioners

FROM: Matt Chasansky, City of Boulder—Art and Cultural Services

DATE: January 17, 2014

SUBJECT: Boulder Arts Commission Manager's Update

1. Notes on the Agenda:

a. Final Date and Agenda for the Retreat

Please mark your calendars for **Saturday**, **July 26**, **2014**, **9:00 AM** – **4:00 PM**. Staff will follow up with a final location. In addition, staff will be proceeding with the hiring of a facilitator to run the process. During the BAC meeting we will be discussing possible topics for the agenda, so please come prepared with your top priorities.

b. Draft RFQ for Community Cultural Plan Consulting

Attached please find a draft RFQ for the hiring of a contractor for the Community Cultural Plan. I would like to gather your comments during the meeting in anticipation of this being advertised in the coming weeks.

2. Other Matters:

a. Update on Arts Districting

Another NoBo Arts District / City of Boulder coordination meeting was held on January 9th. As a result of that meeting, staff is investigating the possibility of hiring a facilitator to help resolve some challenges within the community around the districting process. The next coordination meeting is planned for mid-February.

b. #BoulderFilmSpeak

Joel Haertling has been working with the Library social media team to develop a conversation series to follow four upcoming screenings. Participants may join in the talk live at the St. Julien Hotel following these screenings, or can participate by Twitter. Please help us spread the word using the hashtag: #BoulderFilmSpeak.

c. Boulder Arts Week

As a follow-up to the \$25,000 grant awarded by the BAC, I will be giving regular updates about Boulder Arts Week in these memos. The Boulder Arts Week leadership team has brought on Emily Harrison as project manager. Emily has a great reputation, and special skill with the marketing and operational focus that will be critical for the success of the project. Emily can be reached at artsweekboulder@gmail.com. Based on conversation at the last BAC meeting, staff has established a grant contract structure. After the initial 80% payment, we will have reporting milestones that trigger two subsequent payments of 10% each. The first will be a preliminary report, required just before Boulder Arts Week events begin. The second a post-event summary.

3. Staff Program and Project Updates:

a. Cinema

- Boulder Artists & Writers: Stan Brakhage—1/27/2014—Canyon Theater
- The Third Man—2/2/2014—Canyon Theater
- Jubilee—2/3/2014—Canyon Theater
- Boulder Artists & Writers: Betty Woodman—2/10/2014—Canyon Theater
- Boulder International Film Festival Youth Pavilion—2/14 17/2014—Canyon Theater

b. Concerts

- Marrakech Express—1/21/2014—Canyon Gallery
- Boulder Bach Festival's Kids 4 Bach—2/9/2014—Canyon Gallery
- Trio Cordilleras—2/18/2014—Canyon Gallery

c. Dance

- 11th Annual Celebrate Dance Month—Deadline for Brochure is 4/20/2013
- Carmen Jones movie screening—2/24/2014—Canyon Theater

d. Exhibitions

- Perspectives in Bronze: Belgin Yucelen—through February 2014—Art Resource Hall
- Still Waters Run Deep: The bARTer Collective—through October 2014—Canyon Gallery

e. Public Art

- Library Renovation Project—selection phase
- 13th Street Plaza—on hold
- West Pearl Wayfinding—preselection phase
- Junction Place Bridge—design phase
- Baseline Underpass—design phase
- Diagonal Highway Gateway Landscape—construction/installation phase
- Boulder Station P&R—complete (<u>link</u>)
- The Flood Project—construction/installation phase
- Elks Park—on hold

ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS (RFQ)

RFQ# [number]
Issue Date – [date]

DRAFT 1/17/2013

City of Boulder, Colorado Community Cultural Plan Consulting Services

Sealed Statements of Qualifications will be received by the City of Boulder, Library and Arts Department c/o the Finance Department/Purchasing Division, until **5:00 p.m. local time on [date]** for Culture/Creative Sector Consulting Services in the development of a Community Cultural Plan.

Submittals shall be in a sealed envelope plainly marked "RFQ #[number], "City of Boulder Community Cultural Plan", and addressed to:

City of Boulder, Colorado
Finance Department / Purchasing Division
1777 Broadway
P.O. Box 791
Boulder, Colorado 80306

Hand carried responses may be delivered to the Director of Purchasing, 1777 Broadway, Boulder, Colorado

A copy of the RFQ documents may be obtained from the Rocky Mountain E-Purchasing (Bidnet) web site at: www.RockyMountainBidSystem.com

The work for which the Statement of Qualifications and Interest requested consists of:

Culture/Creative Sector Consulting Services for the City of Boulder Community Cultural Plan

The consultant ultimately selected will be responsible for providing consulting services and associated deliverables.

No proposal will be considered which is received after the specified time, and any response so received after the scheduled time will be returned unopened.

City of Boulder
A Municipal Corporation
BY_____
For the Director of Finance and Record
Ex-officio City Clerk

City of Boulder, Colorado Community Cultural Plan Culture/Creative Sector Consulting Services

Request for Qualifications - RFQ [number]

Due Date – [January 31, 2014?]

I. PURPOSE

The City of Boulder Office of Arts and Cultural Services seeks Statements of Qualification from professionals in the field of strategic planning for culture and the creative sector of the economy to complete the research, public communications, consulting, drafting, and finalization of a Community Cultural Plan (Plan) for the City of Boulder. Consultants will be evaluated for pre-qualification on the soundness of their approach to the project; overall experience with similar project size and scope; experience with public sector projects; and past performance on similar projects.

II. PROJECT DESCRIPTION / OVERALL GOALS

It is the goal of this project to create a functional and sustainable guiding document which a) articulates an understanding of the cultural priorities of the entire community, and b) recommends structures and tools which the City of Boulder municipal government can provide to support the efforts of the community to accomplish those priorities.

III. PROJECT GUIDING PRINCIPLES:

- As a "Community Cultural Plan", the project has a city-wide perspective and an extensive time-horizon.
 The Plan will seek to answer the question "What is the community's vision for culture and the creative industries?"
- Transparency and good stewardship of the public trust will ensure the inclusion of the community's voice and encourage the continued support for the implementation of this plan.
- Focus areas for the plan may include public art, the creative sector of the economy, funding, sustainable cultural tourism, and the vibrancy of street-level experiences.
- The process should be open and forthcoming, taking best advantage of the City of Boulder's collaborative professional culture.
- The City-wide priorities of advancing sustainable and resilient practices, encouraging diversity, and promoting the success of Boulder communities should be foundations for the process.

IV. STATEMENT OF QUALIFICATIONS (SOQ)

A written SOQ will be required for consideration. The City also requests that response packages be printed on recycled paper, double sided, and without plastic binders or covers.

The response shall be limited to the following information:

- a. Letter of Interest: Please include company information, the primary contact information, a list of key personnel who would be assigned to the project, and the ability of the company to commit to the project. (1 page)
- b. Narrative: Please briefly describe your proposed approach to this project, and how your company and team will provide a distinct and superior service to accomplish the overall goals. (1 3) pages
- c. Experience Description: Describe the relevant experience of the company with projects of a similar size, scope, complexity and use, with a focus on cultural and creative sector initiatives and public input processes. (1-5 pages)
- d. Experience Roster: Please include a résumé or C.V. for each individual assigned to the project. (1 2 pages per individual)
- e. List of Proposed Sub-consultants: As necessary, list the companies/individuals that may be hired from outside the company to form a team. Include a brief summary of the value each sub-consultant brings to the project and what functions they will serve. (1 2 pages)
- f. References: Please list at least 3 contacts, including email address and phone number, for projects of a similar scope or size, and who would be willing to answer questions from the City. (1 page)
- g. Supplements: You may include any letters of recommendation, media clippings, or other referential material that would help the selection panel to better understand your qualifications and approach. (unlimited)

IV. SUMMARY SCOPE OF WORK

PHASE ONE: CREATE A STRATEGIC STRUCTURE

May Include:

- Rescoping
- Form a Steering Committee
- Build a Work Plan
- Develop Contact Lists

PHASE TWO: RESEARCH

May Include:

- Stakeholder/Discussion/Focus Groups
- Public Input Process
- Assimilation of Existing Research
- Benchmark Model Programs
- Process Findings and Interpret Results

PHASE THREE: DRAFTING THE PLAN

May Include:

- Collective Visioning Process
- Develop and Deliver a Final Framework for the Plan
- Work with Staff to Draft the Plan
- Conduct Plan Review Sessions

PHASE FOUR: ADOPTION OF THE COMMUNITY CULTURAL PLAN

May Include:

- Finalize the Community Cultural Plan Documents
- Facilitate Approval of the Community Cultural Plan

V. SELECTION PROCESS

A review committee made up of staff from the Library and Arts Department will review qualifications based upon the responses received. Consultants will be evaluated for qualifications of: a) experience with projects of a similar size and scope, b) experience with public sector projects, and c) expertise in the subject areas described in the Overall Project Goals and Project Guiding Principles. The City intends to develop a "short list" of qualified companies who will be asked respond to a Request for Proposals. Those invited to respond to the RFP will be given the opportunity to further research the project including detailed budget information. An interview session will be conducted with respondents to the RFP.

The selected consultant will then be required to enter into a Professional Services Agreement with the City of Boulder.

VI. SELECTION / TENTATIVE REVIEW SCHEDULE

January [N], 2014 -RFQ Opens

[date] – SOQ due to the City of Boulder no later than 5:00 p.m. local time.

[date] – Publication of a "short list" of pre-qualified consultants issued by the review committee for interviews. Only selected pre-qualified applicants will be notified at this time.

[date] – RFP Distributed to Invited Companies

[date] – Deadline for submittal of RFP responses.

[date] - Post-proposal Interviews

[date] - Selection of consultant, start of contract preparation and processing.

VII. PROJECT ADMINISTRATION

The project will be administrated by the City of Boulder Office of Art and Cultural Services staff.

IX. GENERAL INFORMATION

Five copies of the response to the RFQ should be received by 5:00 p.m., Friday, August 24, 2012 at the following address:

City of Boulder Purchasing Department 1777 Broadway Boulder, Colorado 80302

Questions about the RFQ process can be directed to Matt Chasansky 303-441-4113 or at ChasanskyM@bouldercolorado.gov

All responses shall be delivered in a sealed envelope with the name, contact, address and email address of the responding company, and be clearly labeled:

City of Boulder RFQ # [number]

City of Boulder, Colorado
Community Cultural Plan
Culture/Creative Sector Consulting Services
[date]

The City reserves the right to reject any proposal and waives any informality therein if it is found to be in the best interest of the City of Boulder.

The City of Boulder and the individuals serving on the selection committee assume no liability or responsibility for costs incurred by respondents in response to the RFQ or request for interviews, additional data, or other information with respect to the selection process. The response is prepared at the applicant's expense and becomes City property and therefore a matter of public record.

Work performed under the terms of contractual agreement shall be subject to review and approval by the City of Boulder Office of Art and Cultural Services.



AIE00001

Arts in Education Grant Information

The Arts in Education Grant provides funding for two types of arts education: the cultural field trip grant and the educational program grant.

Special Note: This system works best with the following web browsers: Mozilla Firefox, Safari, Google Chrome. To avoid difficulty, please download and install one of these browsers to apply for a grant.

Purpose Cultural Field Trip:

Provides opportunities for children

in the city of boulder to visit art exhibitions, performances, museums and to be engaged in cultural experiences. Program Grant: Provides funding for programs in which individuals can participate in and learn about art.

Eligibility Award of a Spark Grant or Major Grant will make the recipient ineligible for an Arts in Education Grant during the same calendar year. <u>Cultural Field Trip:</u> Public or private school principals, administrators, or educators with the approval of their school administrators, are eligible. Home school associations are eligible contingent upon demonstrating that a significant number of students will be committed to the activity. <u>Program Grant:</u> Individuals and 501(c)3 non-profit organizations are eligible. If working with schools, applicant must provide a letter from the school administrator confirming ability for students to participate in the program.

Maximum Award \$3000

Deadline to submit applications

Round 1 5 p.m., Wednesday, March 5, 2014

Round 2 5 p.m., Wednesday, October 1, 2014

GENERAL APPLICATION REQUIREMENTS

Residency Applicants must be either individuals residing in, or organizations/businesses headquartered in, Boulder. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

Non Profit Verification When required as part of grant eligibility, applicants must provide documentation of their 501(c)3 status or documentation indicating a pending application.

Contractual Age All applicants must be of legal contractual age as defined by the state of Colorado (18). **City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

Good Standing Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

Civil Rights Act Compliance All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded. **Location** The product (performance, piece of art, etc.) funded in whole or in part by the BAC must be provided to the Boulder community. Any product that receives other funding may be held in another municipality or area, provided that at least one performance is provided within Boulder Valley as defined in the Boulder Valley Comprehensive Plan, and is for the direct benefit of the Boulder community.

Time Frame Major and Spark Grant projects must be completed by December 31 of the year of award. Arts in Education Grant projects are allowed to carry over to the subsequent year.

Venue Confirmation Unless the applicant owns/operates the venue in question, all applications must include a letter of commitment from the venue(s) involved indicating project dates and rental fees. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with the venue including the project dates and rental fees is an acceptable alternative.

Partner/Collaborator Commitment If other individuals or organizations/businesses are partnering with the applicant to make the project possible, a letter of commitment from each collaborator must be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

Exclusions Funds will not be provided for: Projects that have occurred before the grant deadline, capital projects, fundraising events, the purchase of alcohol, receptions, equipment purchases, general operating budgets and/or salaries for employees, performance seasons, debt reduction, travel, art therapy, undergraduate or student projects or production of promotional materials such as a compact disc, videotape, brochure, etc.

Application Method Applications will only be processed through the Arts Grant Program website: www.boulderarts.org. With the exception of the Open Grants, applications received in any other way will not be considered.

REVIEW PROCESS

Deliberation Grant proposals are reviewed at the Boulder Arts Commission (BAC) meeting the month of the application deadline and funding decisions are announced at the meeting.

Evaluation of Applications Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work.

Evaluation Criteria and Scoring Schema Weights Arts in Education Grant proposals will be evaluated in light of these general criteria:

1. Project Narrative

- Is of a High Overall Artistic Quality The project narrative indicates the ability to achieve high overall artistic quality. (weighted at 10% of score)
- Promotes Artistic Diversity and Innovation The project creates art that is unique, innovative and promotes artistic diversity. (weighted at 10% of score)
- Plans for Documentation of the Project Plans for documentation appear complete and appropriate for the project. (weighted at 10% of score)

2. Community Impact

- Attracts a Substantial and Diverse Audience Marketing plans for the project are well defined, with a clear target audience and methods for reaching them. (weighted at 5% of score)
- Is of Benefit to the Residents of Boulder The project has clear realizable plans to engage the community, sparking interaction and conversation about art. (weighted at 10% of score)
- 3. Demonstrates a Reasonable Budget and Narrative Explanation (weighted at 5% of score)
- 4. Additional Arts in Education Grant Rating Criteria
 - Cultural Field Trip:
 - The project impacts a high number of school children. (weighted at 20% of score)
 - The project has a strong lesson plan that takes advantage of the cultural destination or event. (weighted at 30% of score)

Program Grant:

- The project contributes to greater program curricula. (weighted at 20% of score)
- The project demonstrates sound classroom practices for the arts (when applicable). (weighted at 15% of score)

 The project promotes a lifelong interest in culture. (weighted at 15% of score)

GRANT AWARDS

Notifications and Dispersal of Funds Staff notifies all applicants of recommendations and declined proposals, and begins the process of having checks cut and collecting any necessary supporting documents and information. Recipients are notified when checks are ready to be picked up and must make an appointment to sign contracts and pick up grant checks.

Award Amount The BAC reserves the right to adjust the amount of a grant award offered to an applicant. There are no restrictions as to the minimum amount that may be requested in a grant category.

Award Limitations An individual or organization/business may only be awarded one grant per year. An individual may not be awarded a grant on behalf of an organization/business if that entity has already been awarded a grant. Additionally, award of a Major Grant in a given year will make the recipient ineligible for Major Grant competition in the subsequent year.

Immigration Affidavit for Individuals The State of Colorado law requires proof of legal residency at the time of grant check pick-up.

IRS Taxation Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization/business. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

Issuance of Funding Checks Except for the Spark Grant, which is funded at 100 percent at the outset, all project grant categories are initially funded at 80 percent of the grant amount awarded. The remaining 20 percent of the grant awarded is paid out upon receipt and BAC approval of the Grant Budget Report which is required one month after the project is completed. Failure to submit a final Grant Budget Report will result in permanent loss of the final 20 percent funds and also in ineligibility to apply for future grants.

Contract When the check is ready for pick-up, the recipient will be contacted by staff to make an appointment to sign a grant project contract with the City of Boulder. In the contract, the recipient will indicate the completion date of the project and the date a grant budget report will be submitted to the BAC through the on line system (required one month after the project is completed).

Acknowledgment of BAC Funding All publicity for BAC-funded projects must include the following credit line: This project is funded (or funded in part) by a grant from the Boulder Arts Commission, an agency of the Boulder City Council. In lieu of the credit line, the BAC Logo may be used.

REQUIRED REPORTING ON FUNDING PROJECTS

Time Frame for Reporting The grant budget report is due one month after the project is completed. **Method** Reporting is done through the on line system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Data. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it.

Change in Project Completion Date If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (specific dates are required in the letter). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted.

Responsibility The grant budget report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report; the BAC does not issue

reminders.

Consequence of Delinquent Report Unless an extension request is filed with the BAC and approved in advance of the due date, a late report will result in loss of any remaining BAC funds attached to the grant project. Additionally, until the report is turned in and approved, the grant recipient and any individuals or organizations/businesses attached as collaborators on the project will no longer be eligible to apply for BAC grant funds.

I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. *

✓ I certify

Applicant Information

Discipline: * :

If Multi-Discipline, please indicate which disciplines are included. :

Please indicate which variation of the grant

Cultural Field Trip

category is being

Program Grant

pursued. :

Applicant

(To what name would the grant check be writtend if awarded?) :

First Name * :

Last Name * :

Organization/Business

Cultural Field Trip: Public or

private school principals,

administrators, or educators

with the approval of their

school administrators, are

eligible. Home school

associations are eligible

contingent upon

demonstrating that a

significant number of students

will be committed to the

activity. Program

Grant: Individuals and 501(c)3 non-profit organizations are

```
eligible. * :
Applicant Mailing Address
(Must be a Boulder street
address;
P.O. Boxes are not
accepted.) * :
City * :
State * :
                         Colorado
Zip Code * :
Organization Contact
Name * :
Email * :
Phone No. * :
Grant Writer Name
(if different from above)
Phone :
Email:
Project Director Name
(if different from above)
Phone:
Email:
To be completed by individual applicants
Organization Affiliation * none
Length of Residency of Applicant in the City of Boulder
From: * :
```

To: * :

To be completed by organization applicants

Date Established * :

Project Information

```
1. Project Title (50 character limit) * :
```

- 2. Project Summary (A brief overview of your project): (500 character limit) * :
- 3. Overall Calendar for project (dates of planning, preparation, execution and evaluation: (500 character limit) *:
- 4. Project CompletionDate (This is the last day of any public event related to the project) *:
- 5. Report Due Date (One month following the project completion date) * :
- 6. Where will this project take place? NOTE: Unless the applicant owns/operates the venue in question, a letter of commitment from the venue(s) involved indicating project dates and rental fees **must** be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with the venue including the project dates and rental fees is an acceptable alternative. If the applicant owns or operates the project venue, please make mention of this here. (250 character limit) *:
- 7. Who are your partners/collaborators? List groups, agencies, schools, or any other individuals who will be involved in the activation of this project. NOTE: If other individuals or organizations are partnering with the applicant to make the project possible, a letter of commitment from each collaborator **must** be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. If this is a solo project with no partners beyond the applicant, respond with "None." (500 character limit) * :
- 8. Have you previously been awarded any Boulder Arts Commission Grants? Which type and what year(s)? (500 character limit) *:

Project Narrative & Community Impacts

PROJECT NARRATIVE

Briefly describe what you propose to do and how you plan to accomplish it. (1500 character limit)

*

Project Artistry, Diversity and Innovation Describe how the proposed project will create art that is unique, innovative and promotes

artistic diversity. (1000 character limit) * :

Plans for Documentation List the proposed documentation you will present as proof of project completion, in addition to the required budget report. (1000 character limit) * :

COMMUNITY IMPACT

Briefly describe how your project will achieve community engagement, interaction and conversation. How will it add to Boulder's unique identity as an arts destination? (1500 character limit) * :

Reaching a Substantial and Diverse Audience How many people are you planning to reach with your project? Who is your target audience? How will you market your project to reach this audience? (1500 character limit) * :

Community Benefit Give details as to how this project directly benefits and engages the residents of Boulder. (1000 character limit) * .

The questions below relate specifically to the two variations of the Arts in Education Grant.

Dependent on which type of grant you are pursuing, answer either the Cultural Field Trip questions or the Program Grant questions.

Cultural Field Trip Students Impacted How many students will participate in the project? (200 character limit)

:

<u>Cultural Field Trip</u> Lesson Plan Give details as to how this project implements a lesson plan that takes advantage of the cultural destination or event. (1000 character limit)

:

<u>Program Grant</u> <u>Program Curricula Impacts</u> Give details as to how this project contributes to greater program curricula. (1000 character limit)

:

<u>Program Grant</u> Classroom Practices for the Arts Give details as to how this project demonstrates sound classroom practices for the arts (when applicable). (600 character limit)

:

Program Grant Lifelong Interest in Culture How does this project promote a lifelong interest in culture? (600 character limit)

:

Budget Narrative & Summary

BUDGET NARRATIVE

Use of BAC Grant Funds Please specify how the BAC funds will be used. (1000 character limit)

*

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BUDGET SUMMARY

Please complete each item in the budget.

NOTE: You must provide a detailed breakdown and description of each pertinent category in your budget under EXPLANATION below. List all grants other than BAC and if the grants are secured or pending.

EXPENSES AND DIRECT COSTS:

Items	Expenses
1. Administrative Costs	
2. Production Costs	
3. Rental: Equipment and/or Facilities	
4. Publicity and/or Documentation	
5. Artists fees (Honoraria, Stipends) (Artists fees not to exceed \$25/hour)	
6. In-kind (space, supplies, volunteers)	
Total Expenses	0

INCOME AND CONTRIBUTIONS:

Items	Income	Contributions
1. Project Sales		
2. Cash Donations		
3. Grants (other than BAC)		
4. In-kind (space, supplies, volunteers, etc.)		
5. Other		
Totals of Income and Contributions	0	0
Grand Total	0	

When you click "Save" at the bottom of this page, the "Amount Requested From BAC" will automatically subtract the total expenses from the total income. The maximum amount you may request from the BAC is \$3,000.00.

Expense Totals:

Income Totals:

AMOUNT REQUESTED 0 **FROM BAC** :

LIST IN-KIND SERVICES AND AMOUNTS Donated space, supplies, volunteer services (also known as in-kind contributions) are goods and services that are donated by individuals or organizations other than the applicant. These same items MUST be listed in the projects budget as direct costs. (1000 character limit)

*

BUDGET EXPLANATION Detailed breakdown and description of each pertinent category in your budget. (1000 character limit)

*

Support Materials, Signature & Submission

Attach the following support materials as indicated. Please submit pdfs and/or jpgs for all supplemental materials except video and audio.

Click the Upload button to upload new files. Enter title and description. Click Submit. Your files will appear below the folder name and folder size.

Hover over the thumbnail of a file, click and hold to drag it to a different place in the order. Hover the mouse icon under the thumbnail to Edit a file. Hover the mouse icon under the thumbnail to Move or Copy a file to a different folder.

The system may require you to save between uploading files. If you encounter difficulty, click Save at the bottom of the page and attempt again.

:

Organization/Business Supplementary Materials Attach documents that provide structure, mission statement, vision statement, brief history, programs, services and community your organization or business serves. :

Attached

Individual Supplmentary Materials Attach a current resume and artist statement. : Attached

Project Supplementary Materials Attach photographs, audio, video, press cuttings, etc. that speak to your ability to achieve similar or better results in this proposed project. :

Attached

Letter of Venue Confirmation Unless the applicant owns/operates the venue in question, a letter of commitment from the venue(s) involved indicating project dates and rental fees **must** be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. A contract with the venue including the project dates and rental fees is an acceptable alternative. :

Attached

Letters of Partner/Collaborator Commitment If other individuals, organizations or businesses are partnering with the applicant to make the project possible, a letter of commitment from each collaborator **must** be submitted as an attachment. Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. : Attached

Submission and Signature

I certify that all information contained in this application and attachments is true and accurate. All funded activities must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, color, creed or religion. *

I certify

First Name * :

Last Name * :

Date of Submission * :

TO COMPLETE AND SUBMIT YOUR APPLICATION

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

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AFTA00001

AFTA Convention Scholarship Information

Purpose To enrich the community of arts leaders by providing funds to attend the annual Americans for the Arts Convention at which they can learn about best practices, become acquainted with exemplary programs, and network with other arts professionals to

Special Note: This system works best with the following web browsers: Mozilla Firefox, Safari, Google Chrome. To avoid difficulty, please download and install one of these browsers to apply for a grant.

message about Boulder's community. Note that individuals awarded a grant will be required to participate in a "teach-out" event to share their experience with the community.

The Americans for the Arts convention, held in a different U.S. city each year, provides important and timely professional development needed in local arts development, advancement and policy. Over 1200 arts and community leaders come together each year to imagine, plan, and foster innovation in the arts, offering a unique chance to engage in dynamic discussions and participate in presentations by professionals from throughout the field. This is the only national arts meeting that assembles leaders from multiple disciplines with a wide range of experience and with different perspectives for advancing the arts.Information about the convention can be accessed at http://convention.artsusa.org/ (typically updated each January).

Eligibilty Individuals are eligible to receive scholarships. To qualify for the scholarship, the applicant must be a local arts pacesetter, leader of an arts organization and/or an arts administrator.

Maximum Award \$1000 (up to five awarded annually)

Deadline to submit applications 5 p.m., Wednesday, March 5, 2014

GENERAL APPLICATION REQUIREMENTS

Residency Applicants residing in Boulder must be local arts pacesetters, leaders of arts organizations and/or arts administrators. Applicants residing outside of Boulder may apply as long as they are actively involved in a leadership role in a Boulder-based arts organization. The award is made to the individual rather than the organization he or she may be representing. Note: Addresses with a postal zip code beginning with 803 will be considered as residing in Boulder. Post office boxes are not accepted.

Contractual Age All applicants must be of legal contractual age as defined by the state of Colorado (18). **City of Boulder Conflict of Interest** City employees are not eligible to receive grant funding for personal proposals. Funding for City of Boulder programs, and/or collaborations may be considered.

Good Standing Applicants must be in good standing with the Boulder Arts Commission having met agreed-upon deadlines for any previous BAC-sponsored project, and/or made good faith efforts to comply with BAC requests regarding previous projects.

Civil Rights Act Compliance All applicants must comply with Title VII of the U.S. Civil Rights Act of 1964 and Section 504 of the Federal Rehabilitation Act of 1973 to the end that no person in the United States shall, on the grounds of race, color, national origin, physical or mental handicap, sex or religion, be excluded.

Application Method Applications will only be processed through the Arts Grant Program website: www.boulderarts.org. With the exception of the Open Grants, applications received in any other way will not be considered.

REVIEW PROCESS

Deliberation Grant proposals are reviewed at the Boulder Arts Commission (BAC) meeting the month of the application deadline and funding decisions are announced at the meeting.

Evaluation of Applications Funding in previous years does not imply continued support. Each application is reviewed anew in the context of current policies and applications. Applicants that have received repeated funding should be aware that the BAC looks for indication of growth and a fresh approach to their work. **Evaluation Criteria and Scoring Schema Weights** Scholarship proposals will be evaluated in light of these general criteria:

- 1. The applicant is active in the Boulder arts community. (weighted at 50% of score)
- 2. The applicant will utilize the experience for improvement of Boulder organizations. (weighted at 50% of score)

SCHOLARSHIP AWARDS

Notifications Staff notifies all applicants of recommendations and declined proposals.

Registration for Convention Arts department staff will secure and pay for registraiton for the main convention for scholarship recipients.

Accommodations, Travel, Meals Attendees are responsible for arranging and paying for their own travel, lodging, meals, etc.

Award Limitations A maximum of one scholarship per individual and one scholarship per organization will be awarded each year.

Immigration Affidavit for Individuals The State of Colorado law requires proof of legal residency prior to issuance of checks.

IRS Taxation Grant awards are non-transferable. Grant awards are taxable and are reported to the federal government. Upon award, a current IRS form W-9 must be submitted for the City of Boulder Finance Department records for each grant recipient, whether the recipient is an individual or an organization. The W-9 must be in the same name as the grant recipient named on the grant application. Failure to supply the corresponding W-9 number will invalidate the grant award.

Issuance of Scholarship Checks After attending the convention, scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending, and participate in a panel discussion about the experience and take-aways from the convention. Upon approval of the report, recipients will receive the remaining portion of the scholarship award (minus the amount used to pay for their registration).

REQUIRED REPORTING ON FUNDING PROJECTS

- 1. The applicant is active in the Boulder arts community. (weighted at 50%)
- 2. The applicant will use the experience for improvement of Boulder's artist community and arts organizations. (weighted at 50%)

Time Frame for Reporting Scholarship recipients must submit a one-page report within 30 days on what was learned or gained by attending.

Method Reporting is done through the online system that the BAC uses at bac.culturegrants.org. Log in with the same user name and password utilized to submit the application for funds. The reporting form is found under Applications: My Applications/Reports. Click on the first small blue icon out to the right of the appropriate report document which will indicate "link to formset" as the computer mouse nears it. Extension Requests for Reporting If circumstances change in any way that will delay the recipient's ability to complete the project and the report promised in the contract, it is the recipient's responsibility to notify the Commission in advance of the original report deadline. Submit a letter addressed to the Arts Commission with an update on the project status and a request to change the project completion date and report due date (specific dates are required in the letter). Letters should follow the normal business standard, on letterhead when possible and signed by the author; email correspondence is not accepted. Responsibility The report due date is the recipient's responsibility to remember. The BAC recommends that the recipient use whatever means will be successful to provide an alert that the report is due shortly. It is also recommended that the reporting document be explored in advance to become familiar with the information that will be required. There is no grace period for the report; the BAC does not issue reminders.

Consequence of Delinquent Report Unless an extension request is filed with the BAC and

approved in advance of the due date, a late report will result in loss of any remaining BAC funds. Additionally, until the report is turned in and approved, the recipient and any affiliated organization will no longer be eligible to apply for BAC grant funds.

I certify that I have read the above information and that this project meets the BAC's eligibility requirements and, if a funding award is made, will continue to comply with the BAC's requirements and meet with guidelines for high artistic quality, community impact, inclusiveness, funding acknowledgment and reporting. * :

I certify

Applicant Information

```
Discipline: * :
If Multi-Discipline,
specify which disciplines
are included. :
First Name * :
Last Name * :
Address
(Must be a street
address;
Post Office Boxes are
not accepted.) * :
City * :
State * :
                          Colorado
Zip Code * :
Phone No. *:
Email * :
Organization
                          none
Affiliation * :
Title or role within
organization:
If affiliation with a local
```

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arts organization is specified, the organization's annual budget is required here.

Narrative

Have you attended an Yes Americans for the Arts Convention before? * No If yes, when?: If yes, where?: Have you received a Yes convention scholarship from the BAC No before? * : If yes, please list the year(s). : How many years have you been working/volunteering in the Boulders arts community? * : In what capacity? (500 character limit) * :

Provide a statement that addresses the following questions: (1500 character limit)

- 1. What are your current short and long term plans in the arts community in Boulder?
- 2. How will attending the Americans for the Arts convention benefit not only you personnally, but your organization and/or the community as a whole?

*

Support Materials, Signature & Submission

Submit a current copy of your resume. This document should detail your achievments and involvement in the arts. Provide highlights which speak to your candidacy for this scholarship.

Uploads:

Submission and Signature

```
I affirm that, should I I certify receive a BAC sholarship to attend
```

the Americans for the Arts Convention, I will participate in possible offerings of the convention with the intention learning and sharing as much as I can to help the arts prosper in **Boulder** with the ultimate benefit of the Boulder community in mind.

*

First Name * :

Last Name * :

Date of Submission *

TO COMPLETE AND SUBMIT YOUR APPLICATION

All required fields must be filled in with the appropriate information and/or attachments. Click on the "Submit" button and an email notification that your application has been received will be sent. Note that once the application is submitted, it cannot be revised or added to. Please make certain that you have included all information and attachments prior to submitting.

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Dear Boulder Arts Commissioners,

Enclosed is the final report for our 2012 Major Grant.

Communikey was formed in 2004 by a group of like-minded artists, dedicated to establishing a platform in Boulder, Colorado for new media arts and cutting edge music that facilitated a dialogue between local and international artists in the field. Today, Communikey (CMKY) is on the cusp of our 10-year anniversary, celebrating 75+ one-off events in the Boulder area, and a few months out from the 7th edition of our globally recognized festival, slated for April 10-13 2014 across our unique city.

In May 2006, Communikey was awarded our very first grant, from the Boulder Arts Commission. This award catalyzed our organization, demonstrating that we were capable of more than we expected, and that the work we were doing in culture in our town was deserving of support and recognition. In short, the BAC has played a vital role in the growth and development of Communikey.

Following our 5th edition festival in April 2012, it was clear that we were at a fork in the road. We had been operating as a 100% volunteer organization, with many artists providing their services pro bono. In order to continue our work, we would have to do what most "entertainment" focused production companies have done, placating to the standards of industry and following traditional success models. Instead, at the risk of losing everything we had built, we chose to do something completely different and walk the path less traveled. Over the next year, we underwent a complete organizational restructuring, at the heart of which was a strategic "de-growth". We chose to create a template, that offered a fixed fee to a both artists and organizers alike, while working with cultural and small business facilities, instead of large-scale entertainment oriented venues. This move allowed us to remain a focused on fostering cutting edge creativity, within a framework that is socially, economically and ecologically sustainable. Today we remain grassroots, community run, and dedicated to our original vision.

I wanted to take moment to share this recent history of Communikey with the BAC for several reasons, so the Commissioners know that the support of the BAC has had significant impact on our organization, to expose the reasons for our delinquency, and to invite celebration in the small success that has come with redesigning a community based arts organization to be better, instead of bigger.

Sincerely,

Kate Lesta

Creative & Managing Director

Communikey

kate@communikey.us

KATOLOTA

720-297-1670



Grant Budget Report

INSTRUCTIONS & DEADLINES: To receive the remaining 20 percent of grant funds (excluding Mini-grants which are awarded 100% at the outset), please complete the grant budget report form in its entirety. Reporting for all grants should be turned in within 30 days after completion of the project.

If a grant project cannot be completed within 30 days of completion of the project, a formal letter should be presented in advance of that report due date explaining the delay, when completion of the project is anticipated and when the project's grant budget report will be filed. The Arts Commission will review grant budget reports and letters at its December meeting and provide a response. Twenty percent funds are not assured for projects delayed beyond the originally proposed timeline.

Failure to follow these procedures may jeopardize the balance of grant funds and eligibility to apply for future BAC grant awards. If you have questions, contact the BAC liaison at 303-441-4113.

Submitted reports will be reviewed by the Commission at the next opportunity. Approved reports will generally result in direct mail of the final 20% grant funds. Reports which are not approved will result in a letter specifying the revisions and/or further information required.

Arts in Education Grant	\Diamond	Major Grant
Mini-Grant		Theater Rental/Marketing Assistance Grant

1. Identifying Information

Grant Recipient: Kate Lesta

Project Title: **Communikey Festival** Total Amount Awarded: **\$4614**

Date Awarded (month and year): January 2012

Mailing Address: 650 Pennsylvania Avenue Boulder CO 80302

Contact Name for Organizations: Kate Lesta

Email & Phone: kate@communikey.us / 720-297-1670

If the grant budget report was completed by someone other than above, please provide name and contact information here: **N/A**

2. Provide a brief project description including the number of performances/days of event or other deliverables. If the final outcome(s) of the project differed from your description in your original grant application in any way, please give details.

The 2012 Communikey Festival was host to a series of interactive art installations in public space through out the city of Boulder. Over 5 days, festival-goers and citizens experienced a body of work that was produced in a common aesthetic tone. Installed in various locations, the pieces reached a broad range of participants who engaged with one-of-a-kind installation work created from up-cycled materials.

3. List your project goals as described in your original grant application and rate how well those goals were met. What method(s) did you use to evaluate your project?

The projects met the original goal quite well, with the artists and facilitators striving, and succeeding in completing their work with the resources available. Several of the pieces were installed and left for participants to explore, with feedback coming in over time following the festival from community members who shared their experiences with the pieces. This feedback contributed to our awareness of success with work, knowing that the installations themselves created "place" and attracted the community, and encouraged engagement. The process itself was highly collaborative, with a total of almost 25 artists involved. We seek this level of participation within our organization and our projects, and feel we have succeeded when seeing people really work together to create something.

4. How many people participated in your project and how does this compare to what you projected in your original grant application? Include a demographic breakdown of audience/participants, volunteers, paid staff.

This series of installations was created by a group of 6 "lead" artists in collaboration with Boulder based community members, totaling at around two-dozen volunteer based creators. While there was some diversity among the participants, the ages ranged from 20 – 35, with an equal balance of men and women. Because of the nature of the projects, being in the public sphere and without ticketed entry, it was difficult to measure audience and participants. That being said, the literary exhibition at Norlin Library on CU Boulder Campus remains installed, meaning that literally tens of thousands of audience members have experienced the piece over the last two years.

5. Describe whether your audience development plan/marketing strategy was effective or not. If it differed from the proposal plan, provide details. What factors assisted you in reaching your targeted audience? What factors, if any, were a hindrance?

The installations created a layer of interactivity and participation across the city during the festival, but not limited to festival-goers. While the festival has its own marketing and outreach, the projects created their own buzz through their physical presence in public space. One of our biggest hurdles was sourcing a storefront for the Pearl Street exhibition, which was secured just before the festival. This created a limitation on advertising the exhibition in that space due to very little time leading up to the project.

6. How did your project contributed to the overall economic vitality of the City of Boulder? How is this measured?

Creativity and art in the public sphere is becoming widely recognized as vital for any urban landscape. These temporary installations brought vibrancy with them and magnetized community members, encouraging participation and play. Communikey continues to attract travelers and cultural tourism, with around 40% of our audience coming from out of town for the festival.

7. Provide details on any takeaways—things learned, and/or breakthroughs you can share with the arts community in Boulder via the City of Boulder Arts Commission.

It was exciting to see these installations "activate" places through the city in new ways. Public art has a large role to play in the development of cities, and in fostering culture, both emergent and established. These projects became playgrounds for anyone who stepped near them. I believe our biggest insight with these installations is that creativity in the public sphere will breathe life into an urban environment in ways that commerce oriented development cannot possibility engage a city's community.

In regards to the process, while spontaneity often is a spark with creative projects, the more time and care put into planning a project, the stronger the outcome. The nature of these installations are very "volatile" and temporary, but as always, more lead in time will always benefit any project.

Overall, we felt this project was highly successful, and we hope to see art in the public space at the forefront of our city's cultural efforts.

Project Budget

Additional budget documents may be submitted, but this budget form must be filled out in this exact order.

PROJECT INCOME	Proposed	<u>Actual</u>	<u>Variance</u>
Sales Cash donations Grants (other than BAC) BAC Grant In-kind Other	\$48,885.50 \$1,000.00 \$11,300.00 \$4618.92 \$19,570.00 \$4,500.00	\$47091.40 \$1000.00 \$10,800 \$4614 \$19,570.00 \$4,500.00	\$1794.10 \$0 - \$500 \$2.92 \$0 \$0
Total Project Income	\$ 89,874.42	<u>\$87,575</u>	\$2299.42
PROJECT EXPENSES	Proposed	<u>Actual</u>	<u>Variance</u>
Administration Production Rent (facilities/equipment) Marketing/Publicity Artist Fees (honoraria) In-kind	\$1,789.50 \$8,500.00 \$19,248.00 \$3,116.92 \$37,650.00 \$19,570.00	\$4411.5 \$7,618.45 \$17,319.6 \$2,512.2 \$36,801 \$19,570.00	+ \$2622 - \$881.55 - \$1928.40 - \$604.72 - \$849 \$0
Total Project Expenses	<u>\$89,874.42</u>	<u>\$88,232.75</u>	- <u>\$1641.67</u>
PROJECT PROFIT/LOSS	Proposed	<u>Actual</u>	<u>Variance</u>
	<u>\$0</u>	- \$657.75	<u>\$657.75</u>

Please provide an explanation of any significant variances (over 20 pxercent) between your proposed and actual budgets.

What did your project cost per participant (i.e., total project expenses divided by number of participants?

Submit supplementary materials displaying credit of BAC grant funding (such as advertising, schedules, news/media clippings, programs, etc.). Media files (audio, video) are not requested.

I certify that the information contained in this Grant Budget Report is true and correct to the best of my knowledge.

I certify our use of the Boulder Arts Commission credit line in project advertising, signage and programs.

I certify that I listed our event on the Boulder Arts Resource Web calendar.

Signature of Fiscal Agent/Artist

KATELOTA

January 16, 2014

Date

THE STORE FRONT ON PEARL & 16^{TH} STREET





THE GLOW FOREST





THE FACTORIES





DARKNESS / FORMLESS / FABULOUS







